

## **Maintenance Management—Standard of Good Practice (background)**

### **RCW 36.78.121**

#### **Maintenance.**

The county road administration board, or its successor entity, shall establish a standard of good practice for maintenance of transportation system assets. This standard must be implemented by all counties no later than December 31, 2007. The board shall develop a model maintenance management system for use by counties. The board shall develop rules to assist the counties in the implementation of this system. Counties shall annually submit their maintenance plans to the board. The board shall compile the county data regarding maintenance management and annually submit it to the transportation commission or its successor entity.

[2003 c 363 § 307.]

#### **NOTES:**

**Finding -- Intent -- 2003 c 363:** "The legislature finds that roads, streets, bridges, and highways in the state represent public assets worth over one hundred billion dollars. These investments require regular maintenance and preservation, or rehabilitation, to provide cost-effective transportation services. Many of these facilities are in poor condition. Given the magnitude of public investment and the importance of safe, reliable roadways to the motoring public, the legislature intends to create stronger accountability to ensure that cost-effective maintenance and preservation is provided for these transportation facilities." [2003 c 363 § 301.]—from SSB 5248 filed May 19, 2003; effective July 27, 2003.

The proposed Standard of Good Practice for Maintenance Management, together with the proposed annual certification form, are presented below.

Proposed Standard of Good Practice for Maintenance Management:

## **Chapter 136-11 WAC**

### **STANDARD OF GOOD PRACTICE--MAINTENANCE MANAGEMENT**

#### **WAC SECTIONS**

136-11-010 Purpose and authority.

136-11-020 Goal.

136-11-030 Objectives.

136-11-040 Maintenance Management Requirements

136-11-050 Annual Review

136-11-060 County Road Administration Board assistance

**WAC 136-11-010 Purpose and authority.** The laws of the state of Washington specify in RCW 36.80.030 that the county engineer shall have supervision, under the direction of the county legislative authority, of maintaining all county roads of the county. The purpose of maintenance management is to recognize that the majority of road maintenance activities can be planned, scheduled and accomplished in a predetermined manner which will result in improved economics of operation, public safety and welfare, and preservation of investment of county roads. RCW 36.78.121 authorizes the county road administration board to establish a standard of good practice for maintenance of transportation system assets.

[Statutory Authority: Chapter 36.78 RCW.121 Statutory Authority: Chapter 36.79 RCW. 99-01-021, § 136-11-010, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.78.070 and 36.79.060. 96-17-013, § 136-11-010, filed 8/12/96, effective 9/12/96. Statutory Authority: Chapter 36.78 RCW. 80-02-105 (Order 37), § 136-11-010, filed 1/24/80.]

**WAC 136-11-020 Goal.** This chapter is intended to encourage county application of basic management principles to road maintenance activities and to set forth specific goals and objectives relative to the results to be achieved.

[Statutory Authority: Chapter 36.78.121 RCW Statutory Authority: Chapter 36.79 RCW. 99-01-021, § 136-11-020, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.78.070 and 36.79.060. 96-17-013, § 136-11-020, filed 8/12/96, effective 9/12/96. Statutory Authority: Chapter 36.78 RCW. 80-02-105 (Order 37), § 136-11-020, filed 1/24/80.]

#### **WAC 136-11-030 Objectives**

- (1) To preserve the investment made in roads, bridges, and roadway appurtenances.
- (2) To provide adequate levels of safety, comfort, and convenience for motorists—consistently and uniformly throughout the county road system.
- (3) To create stronger accountability to ensure that cost-effective maintenance and preservation is provided for transportation

[Statutory Authority: Chapter 36.78.121 RCW Statutory Authority: Chapter 36.79 RCW. 99-01-021, § 136-11-030, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.78.070 and 36.79.060. 96-17-013, § 136-11-030, filed 8/12/96, effective 9/12/96. Statutory Authority: Chapter 36.78 RCW. 80-02-105 (Order 37), § 136-11-030, filed 1/24/80.]

#### **WAC 136-11-040 Maintenance Management Requirements.**

- (1) The number and type of maintenance features (physical assets) and the condition of these features are major factors in determining the kinds and amounts of work needed. An inventory of such maintenance features (physical assets) shall be prepared.
- (2) Maintenance Management is based upon work activities. Work activities shall be defined for the significant activities representing the maintenance work to be performed. Definitions shall include and activity code, title, description, work unit and inventory unit. Such complete descriptions of activities are referred to as Activity Guidelines and provide standards of performance for individuals and crews by setting forth the quality and quantity of results anticipated from each activity.
- (3) An annual Work Program & Budget shall be prepared. The activity-based work program and budget represents the product of the planning process and summarizes the kinds and amounts of work planned, the productivity of the work force, and the costs of the planned work. It also provides the basis for managing the annual work effort.
- (4) The resources needed to accomplish the annual work program shall be documented. By organizing the labor, equipment and material resources, counties can ensure that planned maintenance can be accomplished with the available budget. Preparation of an annual work calendar and a monthly distribution of work can help document resource needs.
- (5) Work scheduling procedures shall be documented. The preparation of annual, seasonal and short-term schedules, as well as daily meetings, can provide guidance in achieving annual work program goals.
- (6) Work accomplishment and expenditure shall be monitored to ensure that planned work programs are actually achieved within available resource levels. By evaluating actual and planned work accomplishment and costs, managers and supervisors can take the necessary actions to help achieve the county's maintenance work objectives.

[Statutory Authority: Chapter 36.78.121 RCW Statutory Authority: Chapter 36.79 RCW. 99-01-021, § 136-11-030, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.78.070 and 36.79.060. 96-17-013, § 136-11-030, filed 8/12/96, effective 9/12/96. Statutory Authority: Chapter 36.78 RCW. 80-02-105 (Order 37), § 136-11-030, filed 1/24/80.]

**WAC 136-11-050 Annual Review.** On an annual basis, beginning in calendar year 2004, the county road administration board shall review the implementation of and, beginning in calendar year 2008, the compliance with, the requirements of WAC 136-11-040 and report the results to the transportation commission or its successor entity.

[Statutory Authority: Chapter 36.78.121 RCW. 2003 c 363 § 307 filed May 19, 2003, effective July 27, 2003.]

**WAC 136-11-060 County Road Administration Board assistance.** To enable each county to meet its requirements, the county road administration board shall provide maintenance management support and training. The county road administration board shall also provide to counties, upon request, technical assistance related to defining, developing, operating, managing and utilizing maintenance management procedures and/or systems.

[Statutory Authority: Chapter 36.78.121 RCW. 2003 c 363 § 307 filed May 19, 2003, effective July 27, 2003.]

# ANNUAL CERTIFICATION—STANDARD OF GOOD PRACTICE

## MAINTENANCE MANAGEMENT WAC 136-11

The following information is provided for the annual review of the implementation of and compliance with the requirements of WAC 136-11-040. The information provided herein is current as of December 31, 2004, and summarizes Maintenance Management activities for Calendar Year 2004.

Yes No In accordance with WAC 136-11-040, maintenance management procedures have been used by this county to guide cost-effective maintenance and preservation activities on county roads in the previous calendar year.

\_\_\_\_\_ County's maintenance management practices meet the following requirements, in accordance with WAC 136-11-040:

Yes No (1) An inventory of maintainable road features (physical assets) has been prepared and/or updated.

Yes No (2) Activity Guidelines have been prepared, reviewed and/or updated for all significant maintenance activities.

Yes No (3) A work program and budget has been prepared for maintenance activities planned in the year. This work program and budget is based upon the road features to be maintained, levels of service to be provided by the maintenance, the types and amounts of maintenance work planned and the costs for the labor, equipment and materials needed to complete the work.

Yes No (4) An annual work calendar has been prepared showing the monthly distribution of planned maintenance activities. Labor, equipment and material resource requirements needed to accomplish the planned workload are also identified.

Yes No (5) Work scheduling procedures are identified, documented, and utilized in carrying out the maintenance work program.

Yes No (6) Reports showing work accomplishment and cost data and a comparison of planned and actual work program accomplishment have been prepared and reviewed by managers and supervisors.

I hereby certify to the accuracy of the responses given herein:

\_\_\_\_\_  
County

\_\_\_\_\_  
Signature of County Engineer

\_\_\_\_\_  
Date